**Senior Science Technician**

**JOB DESCRIPTION**

**Role Purpose:**

To be responsible for coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.

**Key Accountabilities:**

Reporting to the Head of Science, this post holder will be accountable for

The core activities of the technician position include:

* Carrying out risk assessments for technician activities
* To ensure and promote the maintenance of a health and safe working environment
* To ensure the technicians contribute to the design, development and maintenance of specialist resources and/or long-term projects
* Sourcing costing and suggesting economic alternatives to maintain stock levels
* Keeping stock and financial records
* Planning the workload of the technician during school holidays
* Attending department meetings
* Managing, monitoring performance, training responsibilities and supervising the other technician.
* Organising the technical support to the science department.
* Liaising with the Head of Science.
* Designing, constructing and modifying apparatus.
* Delivering equipment to rooms.
* Collecting, checking and returning equipment to stores.
* Taking care of laboratory equipment and apparatus.
* Carrying out and arranging for maintenance and repair of resources.
* Constructing and modifying apparatus.
* General laboratory cleaning (bench surfaces and fixed equipment).
* Cleaning laboratory sinks, emptying / supervising the emptying of sink traps.
* Organising and storing chemicals and equipment.
* Sourcing costing and suggesting economic alternatives to maintain stock levels.
* Stocktaking chemicals and/or equipment.
* Placing orders, checking deliveries and invoices.
* Disposing of waste materials.
* Setting up and caring for plant and animal collections.
* Trialling practical activities.
* Carrying out risk assessments for technician activities.
* Providing technical support to experienced and trainee teachers including health & safety
* guidance.
* Providing technical support to students / pupils including health & safety guidance.
* Assisting in practical classes.
* Carrying out demonstrations.
* Keeping up to date with developments in practical science.
* Keeping up to date with health & safety requirements.
* Carrying out health & safety checks on laboratories, prep rooms and stores.
* Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.
* Whole-school first-aid provision
* Holiday work includes: safety checks, replenishing stocks in laboratories, cleaning, stock checks, maintenance of equipment and forward planning.

Culture

* Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT’s policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with E-ACT’s policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

**OUR VALUES**

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| **Thinking Big** | * Show energy, enthusiasm and passion for what you do * Demand the highest quality in all that you do, and in the work of your team * Willing to champion new ideas and think beyond the status quo * Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better * Be open to new ideas and change where it will have a positive impact on the organisation * Show a willingness to embrace different ideas and ways of thinking to improve E-ACT * Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work * Commitment to self-development, and developing your wider Team * Ability to self-reflect on yourself, your performance, and to think about how this could be improved further * Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence |
| **Doing the Right Thing** | * Have integrity and honesty in all that you do * Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work * Take responsibility and ownership for your area of work * Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils * Be transparent and open * Be resilient and trustworthy * Stand firm and stay true to our mission |
| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual * Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission * Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level * Recognise and celebrate the success and achievements, no matter how small, of your colleagues * Be generous with sharing your knowledge to help to develop others * Understand and be willing to receive suggestions and input on your area of work from others * Support your colleagues, even when this means staying a little later, or re-prioritising some of your work * Be aware of other peoples’ needs and show an ability to offer genuine support * Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams |